

FIRE MARSHAL

DEFINITION

To plan, organize, direct and coordinate the City's comprehensive Fire Prevention Division; coordinate division activities with other agencies, divisions or department; as part of the Fire management team, provide highly responsible technical support to the Deputy Fire Chief and Fire Chief; and perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Fire Chief.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assign, direct and review the work and reports of personnel engaged in fire prevention activities.

Oversee staff responsible for the enforcement and compliance of fire safety laws and ordinances within the jurisdiction.

Coordinate with building officials, City planners and developers to ensure enforcement/oversight of City codes and standards during or after the building process.

Prior to issuance of building permits, review plans and specifications for new construction with regard to compliance with fire safety laws and regulations.

Provide technical information and assistance on the interpretation of codes, regulations and ordinances.

Directs arson investigation program. Coordinate development of evidence of criminal investigations in conjunction and cooperation with law enforcement agencies, insurance representatives and criminal prosecutors.

Make presentations to City Council and civic organizations.

Ensure the collection of data; develop and analyze statistical reports.

Develop in-house training programs for new hires and career advancement within the Fire Prevention division.

Attend Council and other meetings as assigned.

Prepare and administer Fire Prevention budget.

Write grant applications and compete for funding sources.

Prepare safety reports.

Act as ex-officio of Board of Appeals.

Develop programs and services as required.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent codes, rules, laws, and ordinances related to area of assignment.

Building materials and construction and fire alarm and suppression systems.

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and methods of fire prevention/protection practices and systems.

Modern office procedures and computer applications and software related to area of assignment

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; read and prepare reports, tables, charts, maps, plans, and other forms and documents; write complex reports, memorandums.

Understand, follow and implement departmental regulations and procedures.

Use related computer applications.

Interpret and explain pertinent City and department policies and procedures.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal fire protection or similar organization.

Training:

Equivalent to an associate's degree from an accredited college or university with a major in fire science or fire administration.

License or Certificate

Penal Code 832 and California State Fire Marshal courses in Fire Prevention 2A and 2B. California Fire Prevention Officer III Certification is highly desirable.

Possession of a valid Class C California Drivers License.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspection. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; exposure to traffic, noise, physical barriers, and around heavy equipment and hazardous substances; work on slippery or uneven surfaces; and work in conditions involving fire, chemicals, and fire debris.

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